



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/22/87	1. Agency Address Georgia Ports Authority Risk Management Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-241-A	
Application Number 130		Date Received JAN 26 1987	Date Completed FEB 6 1987
2. Person to Contact Chad Grizzle		Working Title Manager Enforcement/Safety	Telephone Number (912) 964-3908
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-241-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975 Latest Current		5. Records Series Title (followed by title used in office, if different) Closed and Inactive Claims	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for evaluating recommendations and approving appropriate insurance coverage; reporting settlements of claims by and against GPA to Director of Administration; approves recommendations for solutions regarding liability and payment. Ensures adherence to Safety & Loss Control; supervises Port Police Department, supervises and maintains accident record systems; prepares and submits to management and supervisors regular monthly reports on status of safety. Acts in advisory capacity on matters of Safety and Loss Control for division and departmental guidance of management, supervisors and personnel.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		Damages to property, cargo and personal injuries.	
Included are:		Closed claim files, inactive security reports.	
File is arranged:		Numerically by claim number	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>as needed</u>	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4 boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 12 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Under advice of Port lawyer, should retain these files for period of 12 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Carol Dwyer</i>	1-23-87	<i>Carol Dwyer</i>	1/23/87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2/4/87
		Secretary of State/Designee	1/29/87
		Attorney General/Designee	2/5/87



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5-10-79	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>78-241-A</b>	
Application Number 66		Date Received MAY 14 1979	Date Completed MAY 30 1979
2. Person to Contact Robert W. Smithers		Working Title Insurance Manager	Telephone Number 964-1721, # 296
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>78-241</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1961		5. Records Series Title (followed by title used in office; if different) Closed and Inactive Claims	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Damages to property, cargo shipping errors, bodily injuries.  included are: Closed claim files, inactive security reports.			
File is arranged: Numerically by claim number.			
8. Monthly Reference Rate One to six months old <u>200</u> ; Seven to twelve months old <u>200</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? John Donaldson's Office. Only claims involving property & cargo damages.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                 |                                   |              |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law             | <u>4</u> years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years.    | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years.    | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold 4 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

When claim is closed or inactive remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; then transfer to local holding area, hold 4 years; then destroy.

\* This schedule is exclusive of any claims falling under Admiralty Law. Admiralty Law would require a claim to be held for a period of eight to ten years.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Massey</i>	5-10-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	5-24-79
		Secretary of State/Designee	5-24-79
		Attorney General/Designee	5/29/79



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Application Date 9-13-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>78-241</b>	
Application Number 28		Date Received OCT - 3 1978	Date Completed OCT 23 1978
2. Person to Contact Robert W. Smithers		Working Title Insurance Manager	Telephone Number 964-1721, 296
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
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Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>CS Stead</i>		<i>Carol Thompson</i>	9-28-78												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>10-10-78</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carole Hart</i></td> <td>10-13-78</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>10-20-78</td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	<i>[Signature]</i>	10-10-78	Secretary of State/Designee	<i>Carole Hart</i>	10-13-78	Attorney General/Designee	<i>[Signature]</i>	10-20-78
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